



CITY OF HOUSTON

Job Posting

|                             |                                      |
|-----------------------------|--------------------------------------|
| Applications accepted from: | ALL PERSONS INTERESTED               |
| Job Classification          | ASSISTANT DIRECTOR (Executive Level) |
| Posting Number              | PN# 108424                           |
| Department                  | Houston Airport System               |
| Division                    | Public Safety & Technology           |
| Section                     | NA                                   |
| Reporting Location          | 3838 N. Sam Houston Pkwy. *          |
| Workdays & Hours            | Varied, normally M-F *               |

\*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under general direction of the Deputy Director of Public Safety & Technology, the incumbent will provide management, oversight, and technical expertise for the Security Master Plan and related operational programs for the Public Safety & Technology Division. This includes: providing policy and procedure direction for the Airport Security Managers; developing “subject matter expert” availability for internal/external consulting purposes; long-range planning; grant application, and acquisition; oversight of the Continuous Risk Management Program; administration of consultant contracts, and service-related contracts for the division; management and oversight of the Aircraft Rescue & Fire Fighting (ARFF) component; directing project management.

WORKING CONDITIONS

Performing these duties will involve the ability to: see details and colors of objects; recognize sound, tone and pitch; attend to details amid distractions; reason and analyze abstract information; speak and write effectively; apply specialized information; adjust to critical and demanding work; project a course of action; deal with people in tense situations; operate city vehicles; lift up to twenty (20) pounds; and work as a member of a team. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s degree in Business Administration, Public Administration or a related field to the division such as Criminal Justice or Aviation Management.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of increasingly responsible administrative experience, with at least three (3) of those years in a managerial capacity. A Master’s degree may be substituted for two (2) years of experience.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Technical expertise in security-system design, and application in an airport environment; security-related project management, and consulting experience.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

|                                     |                                    |
|-------------------------------------|------------------------------------|
| Salary Range - Pay Grade 32         |                                    |
| \$3,327.00.00 - \$3,600.00 Biweekly | \$86,502.00 - \$93,600.00 Annually |

OPENING DATE

JANUARY 11, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>.

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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